

 Independent Verification & Validation Facility	Project Management	IVV 09-4 Revision: T Effective Date: September 8, 2005
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	09/05/2005

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Basic	Initial Release	Greg Blaney IT/387	01/30/98
A	Numerous changes in content throughout entire document	Greg Blaney IT/387	04/07/98
B	Changed document format and added sections 6.3.5 & 6.3.6	Greg Blaney IT/387	05/06/98
C	Added new terms in Section 3.0 Definitions. Added two new sections called "Inspection and Test of Product" as section 6.5.1.3 and "Inspection and Test Status" as section 6.5.1.4. The "Control of Nonconforming Product" section changed from 6.5.1.3 to 6.5.1.5; and Added references to SLPs IVV 09-1, IVV 09-2, and IVV 09-3. Added notes in sections 6.3, 6.4, and 6.5.2 referring to the OSMA SLP IVV 09-3 when areas of this SLP did not apply.	Greg Blaney IT/387	07/24/98
D	Quality Record - format changes	Greg Blaney IT/387	08/26/98
E	Section 6.2 – Removed electronic file req. Sections 6.5.1.3 & 6.5.1.4 – Added reference to the 5-day grace period and added "Deliverable Acceptability Status" email req. Section 6.5.2 – Added "Monthly Financial Assessment" email req. Section 8 – Added both records mentioned above.	Greg Blaney IT/387	09/11/98

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F	Added IVV 01 to Referenced Docs. Sections 6.3.4, 6.4.1, 6.5.1.2, 6.5.1.4, and 8.0 are modified as follows: added a Formal Agreement checklist, a new section, some references, and changed the Concurrence Sheet responsibility.	Greg Blaney IT/387	01/20/99
G	Added definition for Senior Staff (section 3.4), and modified section 6.5.1.4 to include a Senior Staff review process for high level documents.	Greg Blaney IT/387	04/14/99
H	References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual and Added Section 3.11	Greg Blaney IT/387	09/10/99
I	Format and Number changes; Delete Reference to Ames Research Center	Griggs	12/06/00
J	Significant re-write to accommodate current PM process based upon transition to GSFC	Greg Blaney	04/03/01
K	Clarify requirement for Project Managers to maintain copies of task orders.	John Gatto	05/15/02
L	Remove COTR requirements and include instructions for Mission Tracking Matrix.	John Gatto	10/31/02
M	Expanded Control of Nonconforming Product and added information regarding PMRs.	John Gatto	03/24/03
N	Expanded Control of Nonconforming Products to include information regarding nonconformance's discovered by the organization.	John Gatto	06/02/03
O	Added Senior lead duties, updated procedure flowchart and Metrics reference.	Raju Raymond	09/26/03
P	Added references to New Business Lead and Deputy PM. Use of PM Tool and TOMS are identified. Added new Mission Model updating process. Expanded PM's responsibility to manage and monitor customer-supplied data (Section 6.9). Added reporting of Project related risks in Section 6.13. Included references to customer funded and IBD funded projects; added req. for annual review of customer agreements; rewrote the section for	S. Ferguson R. Raymond K. Vorndran	03/27/04

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	controlling the nonconforming products; added new req. of monthly PMR updates; and updated the Evaluation of Deliverables section for clarity.		
Q	Clarified sections 6.3 and 6.4 to clearly state what information the PM is responsible for updating. Deleted "Facility cover page" from 6.12. Changed insure to ensure throughout document.	S Ferguson S Raque	4/21/04
R	DCR 240 CARs 13260, 13261 PARs 13041, 13103, 13163, 13335, 13777, 13789 Deleted Mission Tracking Sheet requirements due to change in requirements by New Business Lead. Updated Sec 3.0 for definitions unique to this SLP only Updated Sec 5.0 to include responsibilities for all applicable roles to this SLP New Process Flow Diagram to represent new organization of this SLP Deleted the PM Tool description section and added PM Tool to Section 3.0	M. Schmidt	11/2/04
S	Section Change PAR: 2005-P-111 Change Sections: 6.1.3.3 PAR: 2005-P-140 Change Sections: 5.5, 6.7, 6.8 Annual Review Updates Sections: 3.0, 6.6.2, 8.0	J. Marinaro	02/28/05
T	Update for organizational changes. Added to/refined list of external presentations/reviews. Clarified FA dependencies.	S. Raque	09/08/05

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REFERENCE DOCUMENTS	
Document Number	Document Title
Current versions posted by NASA	Federal Acquisition Regulations (FARs) and Supplements
NPR 1441.1	NASA Records Retention Schedules
IVV 07	Financial Data Control System Level Procedure
IVV 08	Contracting Officer Technical Representative (COTR) System Level Procedure
IVV 09-1	Independent Verification and Validation System Level Procedure
IVV 09-4-1	IV&V Services Risk Management
IVV 09-8	Project Start-up System Level Procedure
IVV 14	Corrective and Preventative Action System Level Procedure
IVV 16	Control of Quality Records System Level Procedure
IVV FORM 1007	Concurrence Sheet
Current Version on Web Site	IV&V Export Control Policy/Procedure

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1.0 Purpose

The purpose of this system level procedure (SLP) is to establish a consistent and documented method of performing project management at the NASA IV&V Facility.

2.0 Scope

This SLP applies to all NASA IV&V Facility personnel who perform project management for Independent Verification and Validation (IV&V) or system/software engineering tasks for the NASA IV&V Facility.

3.0 Definitions & Acronyms

3.1 Administrative Office

The Administrative Office comprises NASA IV&V Facility civil service employees who direct a variety of support functions and services, provide administrative assistance to NASA IV&V Facility Management, and serve as technical experts in assigned programs. Administrative personnel have knowledge of NASA operations, policies, and procedures.

3.2 Contractor

A Contractor is an individual or an entity who enters into a legal contract to perform an activity or service for the NASA IV&V Facility.

3.3 Customer Deliverable

A Customer Deliverable is a product identified as a deliverable within Formal Agreements (FAs).

3.4 Customer Project

A Customer Project is a project that is the recipient of IV&V Services as defined in the FA.

3.5 Customer Project Milestone

A Customer Project Milestone is a significant phase completion event denoted in the customer's master project plan.

3.6 Deputy IV&V Services Lead

The Deputy IV&V Services Lead is a NASA IV&V Facility civil service employee appointed by the IV&V Services Lead. The Deputy IV&V Services Lead is responsible for ensuring consistent, effective, and efficient project management amongst the various projects within the

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Deputy IV&V Service Lead's scope. The Deputy IV&V Services Lead will work with the Project Managers (PMs) assigned to those projects to help resolve technical and performance issues related to management of the project.

3.7 Deputy Project Manager (DPM)

The DPM is a NASA IV&V Facility civil service employee who performs one or more project management-related tasks /duties as directed by the PM.

3.8 Facility Management

Facility Management is a group of NASA IV&V Facility civil service employees who hold official management positions at the NASA IV&V Facility.

3.9 Formal Agreement (FA)

An FA is a document used to identify the managerial, technical, and business aspects of an agreement between the NASA IV&V Facility and a customer or Contractor to perform IV&V or system/software engineering tasks.

3.10 IV&V Board of Directors (IBD)

The IBD is chaired by the Office of Safety and Mission Assurance (OSMA) and is comprised of representatives from each Mission Directorate, the Chief Information Officer, the Chief Engineer, the Director of the Goddard Space Flight Center (GSFC) and the NASA IV&V Facility. The IBD is responsible for identifying customer projects that will receive G&A-funded IV&V.

3.11 IV&V Form #1007 (Concurrence Form)

The Concurrence Form is a NASA IV&V Facility form used to capture concurrence by Facility Management or a PM that a product has been reviewed and is acceptable for distribution.

3.12 IV&V Project

An IV&V Project is one or more IV&V or system/software engineering task(s) being performed by the NASA IV&V Facility for a specific customer.

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3.13 IV&V Services Lead

The IV&V Services Lead is a NASA IV&V Facility civil service employee who provides management, leadership, and guidance for IV&V Services.

3.14 Milestone

A Milestone is an event in the life cycle of a project that is generally denoted by a formal project lead review with IV&V participation (e.g., Preliminary Design Review).

3.15 NASA IV&V Facility Filing System (Filing System)

The Filing System is the system in which the individual Project Files are housed. The Administrative Office maintains the Filing System.

3.16 New Business Lead

The New Business Lead is a NASA IV&V Facility civil service employee responsible for monitoring the establishment of new NASA missions and assessing the high-level IV&V needs for those missions. The New Business Lead is responsible for assessing missions' high-level needs and generating cost estimates, which are used to support Request For Offers (RFO). The New Business Lead is responsible for the Mission Model, which is used as input into the IV&V Board of Directors (IBD).

3.17 Project Artifacts

Project Artifacts are those products delivered to or by the NASA IV&V Facility for use in performing IV&V or documenting the IV&V efforts on a project.

3.18 Project File

A Project File is a file that provides a controlled location to house the quality records defined in Section 8.0, Records, of this SLP for each IV&V Project.

3.19 Project Manager (PM)

The PM is a NASA IV&V Facility civil service employee appointed by Facility Management to perform project management functions.

3.20 Project Management Tool (PM Tool)

The PM Tool is a database tool used by PMs to capture IV&V Project information including, but not limited to, status, deliverables, and deliverable acceptability status.

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3.21 Resource Management Office (RMO)

The RMO is composed of NASA IV&V Facility civil service employees who are responsible for financial management of the NASA IV&V Facility.

3.22 Task Order Management System (TOMS)

TOMS is a web-based system used to generate and modify task orders with the Contractor. TOMS allows PMs to initiate/modify task orders, and review and approve vendor proposals.

3.23 Acronyms

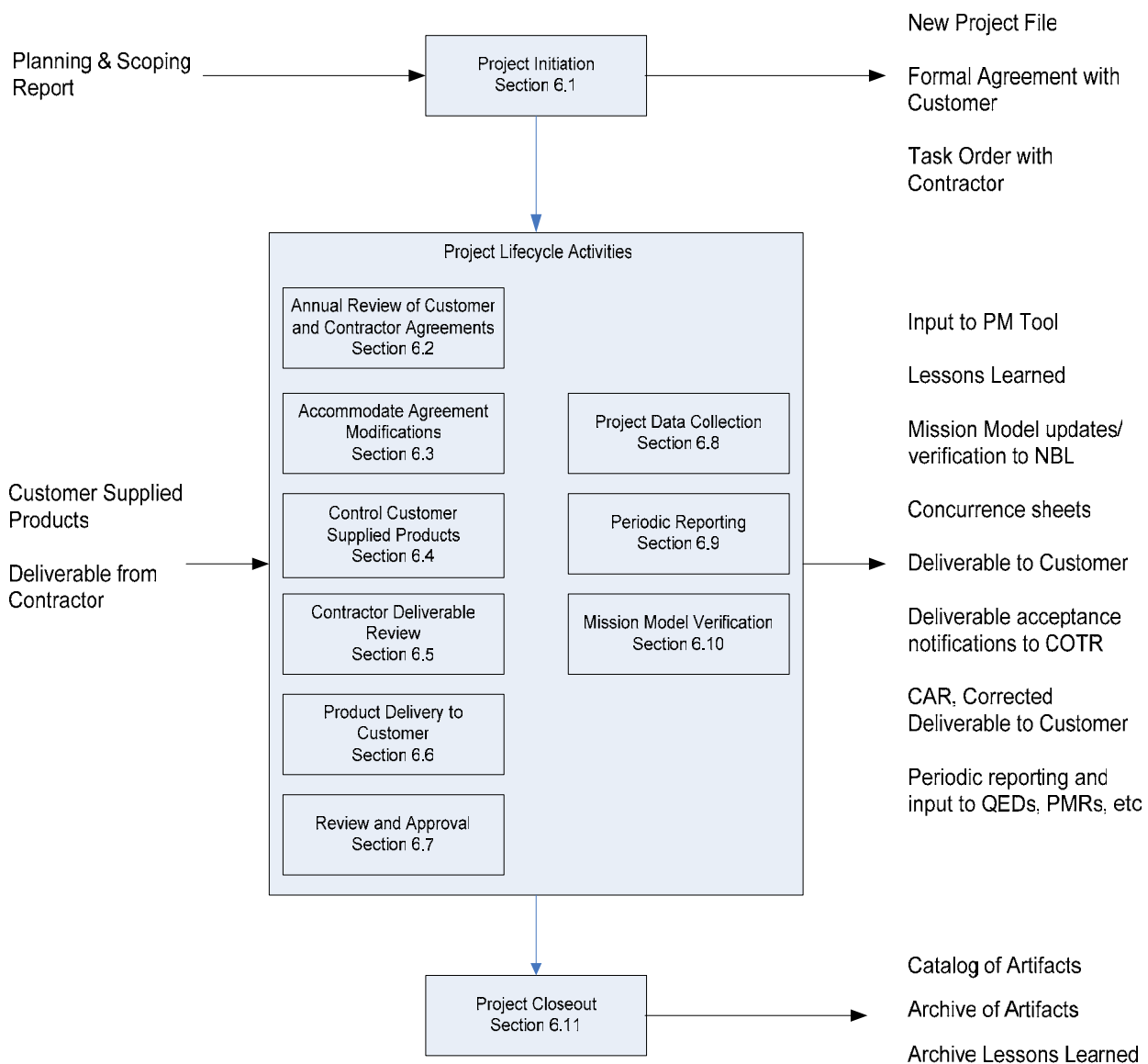
CAR	Corrective Action Request
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
C/PAR	Corrective/Preventive Action Request
DCR	Document Change Request
DPM	Deputy Project Manager
FA	Formal Agreement
FAR	Federal Acquisition Regulations
FRC	Federal Records Control
GFY	Government Fiscal Year
GMR	General Management Review
GSFC	Goddard Space Flight Center
IBD	IV&V Board of Directors
IV&V	Independent Verification and Validation
IVVP	IV&V Project Plan
MOA	Memorandum of Agreement
MSR	Monthly Status Review
NBL	New Business Lead
NetOps	Network Operations
NPR	NASA Procedural Requirements
OSMA	Office of Safety and Mission Assurance
PAR	Preventive Action Request
PM	Project Manager
PMR	Project Management Review
PSA	Planning and Scoping Assessment
RFO	Request for Offers
QED	Quarterly Executive Dialogue
RMO	Resource Management Office
SLP	System Level Procedure
SMARR	Safety and Mission Assurance Readiness Review
TOMS	Task Order Management System
WI	Work Instruction

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4.0 Flow Chart

Inputs

Outputs



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5.0 Responsibilities

5.1 Administrative Office

The Administrative Office shall:

- Create necessary Project File(s)
- File appropriate records

5.2 Contract Officer Technical Representative (COTR)

The COTR shall:

- Review FAs

5.3 Deputy IV&V Services Lead

The Deputy IV&V Services Lead shall:

- Assist in negotiating FAs with the customer
- Review FAs and external presentations
- Assist in conflict resolution
- Review IV&V presentations given at customer project milestone reviews
- Assure activities, cost, and schedule remain within acceptable parameters on each IV&V Project
- Assure proper IV&V risk management on each IV&V Project per IVV 09-4-1, Work Instruction for IV&V Services Risk Management

5.4 Deputy Project Manager (DPM)

The DPM shall:

- Perform one or more PM-related tasks/duties as directed by the PM

5.5 Facility Management

Facility Management shall:

- Review and approve FAs and external presentations

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- Assist in conflict resolution

5.6 IV&V Services Lead

The IV&V Services Lead shall:

- Assign PMs
- Assign DPMs
- Review FAs and external presentations
- Assist in conflict resolution

5.7 Project Manager (PM)

The PM shall:

- Verify a Project File has been created
- Proactively manage and ensure activities, cost, and schedule are within acceptable parameters
- Provide updates of the Mission Model to the New Business Lead
- Proactively manage IV&V Project risks
- Establish and modify, if necessary, the FA with the customer
- Establish Contractor tasking
- Control customer-supplied products, product identification, and traceability
- Inspect and approve products from Contractor
- Deliver products to customer
- Provide periodic status reporting and feedback
- Manage each IV&V Project's financial plan and associated financial activities in accordance with SLP IVV 07, Financial Data Control, and applicable Work Instructions (WIs)
- Perform IV&V Project closeout

5.8 Resource Management Office (RMO)

The RMO shall:

- Review Customer Project-funded FAs

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6.0 Procedure

The IV&V Services Lead shall assign a NASA IV&V Facility civil service employee as the PM for each Customer Project. The IV&V Services Lead may also assign a NASA IV&V Facility civil service employee as the DPM for a specific IV&V Project to assist the PM in performing project management functions. PMs should make requests for DPM support to the IV&V Services Lead as needed.

6.1 Project Initiation

6.1.1 Start-up Assessments

The PM shall follow IVV 09-8, Project Start-up, when performing IV&V or Planning and Scoping Assessments (PSAs).

6.1.2 Verify/Create Project File

If a Project File has not already been established in the Filing System, the PM shall provide the full IV&V Project name and acronym, along with the NASA organization designator to the Administrative Office. The Administrative Office will create the Project File in accordance with IVV 16, Control of Quality Records. The purpose of the Project File is to provide a controlled location to house the quality records defined in Section 8.0, Records, of this SLP.

6.1.3 Establish Customer Agreement

For each IV&V Project, the PM shall negotiate an agreement with the designated point of contact representing the customer. This agreement will document the managerial, technical, and business aspects of the tasks to be performed for the customer. This process is described in detail below.

6.1.3.1 Determine Type of Agreement

The Deputy IV&V Services Lead and the PM, along with the customer, shall determine the form of the agreement to be utilized between the NASA IV&V Facility and the customer. Agreements may take the form of, but not be limited to, a Memorandum of Agreement (MOA), a task

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agreement, an Interagency Agreement, an IV&V Plan (IVVP), or a contract. Throughout the rest of this SLP, this agreement between the NASA IV&V Facility and the customer will be referred to as the FA.

6.1.3.2 Determine Funding Type and Amount

The PM will coordinate with the Deputy IV&V Services Lead to determine the type of IV&V Project funding (e.g., customer-funded, IBD-funded, or other) and amount by Government fiscal year (GFY) for the life of the IV&V Project.

6.1.3.3 Negotiate Agreement

The PM will negotiate the content of the FA with the customer. The Deputy IV&V Services Lead will assist in the negotiations as necessary. The FA shall contain, but not be limited to, the following information:

- Purpose
- Scope
- Duration
- Schedule and Milestones
- Points of Contact
- Roles and Responsibilities
- Deliverables
- Tasks to be performed
- Resources
- Budget (consider necessity and competition sensitivity)
- Issue Resolution Protocol
- Signature lines for both parties (IV&V Facility and Customer)

6.1.3.4 Obtain Facility's Review and Approval of FA

Upon completing the negotiation of the FA with the customer, the PM shall submit the proposed agreement for review and approval using a Concurrence Form (see

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Section 6.7, Review and Approval Process, of this SLP for reviewers and approvers). Approval must be obtained prior to officially submitting the FA to the customer for review and signature.

6.1.3.5 Obtain Customer's Review and Approval of FA

After completing the Concurrence Form per Section 6.7, Review and Approval Process, the FA shall be sent to the customer for review and signature. Modifications identified by the customer during their review process must again go through the review and concurrence process described in the sections above and be re-submitted to the customer for review and signature.

6.1.3.6 File Customer and Facility Approved FA and Corresponding Concurrence Form

Upon receipt of the customer-signed FA, the PM shall ensure that a copy of the FA and the completed Concurrence Form (see Section 6.7, Review and Approval Process, of this SLP) is provided to the Administrative Office to file in the appropriate Project File as a Quality Record per Section 8.0, Records, of this SLP and in accordance with IVV 16, Control of Quality Documents.

6.1.4 Establish Contractor Tasking

The PM will work with the Contractor, Deputy IV&V Services Lead, COTR, RMO, and Contracting Officer (CO) to generate a task order that will provide direction and authorization to the Contractor to perform the tasks associated with the FA between the NASA IV&V Facility and customer. The FA must be finalized (as described in Section 6.1.3, Establish Customer Agreement) before final award of the task order. The PM shall utilize the task order generation process as established in each contract with the Contractor (see IVV 08, Contracting Officer Technical Representative). The NASA IV&V Facility currently uses the Task Order Management System (TOMS) to process task orders and approve vendor proposals.

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6.2 Annual Review of FA

The FA for any multi-year IV&V Project shall be reviewed annually by the PM to verify that the agreement is still valid and relevant. The PM shall use the Concurrence Form to document the annual review (see Section 6.7, Review and Approval Process, of this SLP for review participants). If any modifications are required, the PM shall make the appropriate modifications and follow the procedures starting with Section 6.1.3, Establish Customer Agreement, of this SLP.

6.3 Accommodate Agreement Modifications

If any party requires modifications to the FA after being signed by the customer and NASA IV&V Facility, the PM shall make the applicable modifications and follow the procedures in this section of this SLP beginning with Section 6.1.3, Establish Customer Agreement.

6.4 Control of Customer Supplied Product, Product Identification, and Traceability

Through the Contractor, the PM shall ensure that appropriate customer-supplied products (e.g., documents, code, databases) are used when performing tasks and that the Contractor identifies the product used in the resulting report/output (e.g., version, date). In addition, the PM shall identify and adhere to any privacy and/or security related requirements associated with customer-supplied products, which includes NASA Export Control Regulations (see IV&V Export Control Policy located on the NASA IV&V Facility Services Web Site at <http://services.ivv.nasa.gov/docs.html>). The PM shall relay this information to the Contractor and assure that the Contractor is following the appropriate procedures.

6.5 Inspection of Product from Contractor

Every IV&V Project-related product required by a contract or task order delivered to the NASA IV&V Facility must be evaluated for quality and the acceptance results recorded. Each PM shall evaluate each IV&V Project-specific deliverable (e.g., Monthly Status Report [MSR], Technical Reports) and the portions of contract-level reports that contain IV&V Project-specific sections (e.g., Monthly Progress Report, 533M) within ten working days of delivery.

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The PM shall use the Deliverable/Milestone tab within the PM Tool to record the following information:

- **General Section**
 - Document date
- **Original Section**
 - Due date
 - Received date
 - Received early, late, on-time
 - Acceptability Status

The PM Tool will send an email titled “Deliverable Acceptability Status” to the COTR for each product inspected identifying the deliverable, the date of the deliverable, whether or not it was acceptable, and any pertinent comments regarding the results of the inspection.

6.6 Deliver Product to Customer

The PM shall ensure that all products delivered to a customer are of quality and in a format acceptable to the customer. The product may be delivered electronically or by hardcopy, as required by the FA with the customer, after being reviewed and assessed for quality by the PM per the process identified below in this SLP.

The PM shall record the following information in the PM Tool under the Deliverable/Milestone tab:

- **Delivery Section**
 - Customer Due Date
 - Date Delivered
 - File Number
 - Product Type
 - Product sent early, late, on-time

6.6.1 PM Review and Concurrence

Prior to any product being delivered to a customer, the PM shall review the product and concur with its quality. The PM shall complete a Concurrence Form identifying the title of the

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Deliverable, the date of the Deliverable, and the electronic location of the Deliverable.

6.6.2 File Deliverable and Concurrence Form

The PM shall submit the completed Concurrence Form to the Administrative Office for each product provided to a customer. The PM shall save an electronic version of the product delivered to the customer on the NASA IV&V Facility shared drive. If the product can only be produced in a hardcopy form, a copy shall accompany the Concurrence Form when filed by the Administrative Office.

6.6.3 Control of a Nonconforming Product

Because the NASA IV&V Facility produces independent analysis products with which customers may not agree, disagreement with the analysis does not constitute a nonconformance subject to this section of this SLP.

If the NASA IV&V Facility identifies a problem with a product that has already been delivered to the Customer Project, the PM shall immediately inform the Customer Project of the problem. If the customer identifies a product produced by the NASA IV&V Facility as nonconforming (e.g., an inappropriate format or because it was performed on the wrong customer product), the PM shall resolve the issue with the customer. Regardless how the problem has been identified:

- The PM shall complete a Corrective Action Request (CAR) form per IVV 14, Corrective and Preventive Action.
- The PM shall ensure that the problem is resolved and that the customer is provided a full explanation of events.
- Once the nonconforming product has been corrected, it shall then be subjected to its established verification process once again.
- Once the nonconforming product has been approved and sent to the customer, the PM shall request closure of the CAR.
- The corrective/preventive action request (C/PAR) process ensures Facility Management is involved and aware that the problem has been resolved and documented.

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6.7 Review and Approval Process

The PM shall submit products for review and approval using a Concurrence Form. Approval must be obtained prior to officially submitting the product to the customer.

Type of Product	Originator	Reviewers	Approver
FAs: Customer Project-Funded	PM	Appropriate COTR RMO Deputy IV&V Services Lead IV&V Services Lead	Facility Management
FAs: IBD-funded	PM	Deputy IV&V Services Lead IV&V Services Lead	Facility Management
Customer Deliverables	Contractor Name (No Signature)	None	PM
IV&V Presentations for Customer Project Milestone Reviews	PM	None	Deputy IV&V Services Lead
Safety and Mission Assurance Readiness Review (SMARR)	PM	Deputy IV&V Services Lead IV&V Services Lead	Facility Management
Final readiness review*	PM	Deputy IV&V Services Lead IV&V Services Lead	Facility Management

* The title of this review will be specific for each Customer Project. It is the final review prior to launch where IV&V provides its final assessment of the readiness of the software to support the mission.

The completed Concurrence Form shall be provided to the Administrative Office to file in the appropriate Project File as a quality record per Section 8.0, Records, of this SLP and in accordance with IVV 16, Control of Quality Records.

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6.8 Project Data Collection

The PM shall collect IV&V Project data using the PM Tool. The following data shall be collected:

- General IV&V Project data (e.g., Start Date, End Date)
- Task order information
- Deliverable/Milestone information and acceptance
- Mission tracking data
- Risks to performing IV&V
- Significant Accomplishments
- Contacts relevant to the Customer Project (e.g., Program Manager)

6.9 Periodic Reporting

The PM shall provide periodic reviews of IV&V Projects and feedback to Facility Management, customers, and/or Contractors. The PM shall prepare a Project Management Review (PMR) presentation to report to Facility Management. The PM shall provide IV&V Project status for NASA Centers and NASA Headquarters reviews as requested. These reviews may include, but are not limited to, MSRs, General Management Reviews (GMRs), and Customer Quarterly Executive Dialogues (QEDs). The PM shall provide feedback on the Contractor in support of the Contractor QEDs.

6.10 Mission Model Verification

The Mission Model is a matrix that identifies the Customer Project life cycle dates and projected life cycle costs for IV&V Projects. The Mission Model is available on the NASA IV&V Facility's shared drive. The NASA IV&V Facility uses this model for planning purposes. PMs shall verify this data and provide notice of verification and any updates to the New Business Lead on a monthly basis, per the instructions in Sections 6.10.1, Monthly Verification of Data, and 6.10.2, Email Instructions.

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6.10.1 Monthly Verification of Data

On a monthly basis, the PM shall verify the following items in the Mission Model:

- Program Manager and associated contact information
- Customer Project Milestone dates
- IV&V PM
- IV&V Contractor Lead
- Funding Projections by fiscal year (actual spend plan per year with no carryover)

6.10.2 Email Instructions

The PM shall send an email titled "Mission Model Updates - <customer project name>" to the New Business Lead to either verify the data is correct or to provide updates. Email that requests updates shall include project identification, updated information, and justification for the modification.

6.11 Perform Project Closeout

Once an IV&V Project has been closed and all the tasks are completed for the customer according to the FA, the PM shall ensure that the following closeout activities are completed:

- Catalog and archive the customer and IV&V Project artifacts. For artifacts stored on the NASA IV&V Facility shared network drive, inform Network Operations (NetOps) staff of the location of the artifacts to be archived (NetOps staff shall move the artifacts to the appropriate write-protected location).
- Archive Lessons Learned from the tasks performed, if any.
- Work with the appropriate COTR to initiate task order closeout process.

7.0 Metrics

Metrics associated with this SLP are established and tracked within the NASA IV&V Facility's Metrics Program.

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8.0 Records

The following records will be generated and filed either on a NASA IV&V Facility shared network drive or in the Project File by the Administrative Office in accordance with IVV 16, Control of Quality Records, and in reference to NPR 1441.1, NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Concurrence Form for associated FA Submitted to Customer	PM	Permanent - Retire to FRC when file is closed	Project File
FA signed by Customer	PM	Permanent - Retire to FRC when file is closed	Project File
Concurrence Form for FA annual review	PM	Permanent - Retire to FRC when file is closed	Project File
Customer Deliverable	PM	Permanent - Retire to FRC when file is closed	Shared Network Drive or Project File (if available in hardcopy only)
Concurrence Form for Customer Deliverables	PM	Permanent - Retire to FRC when file is closed	Project File
Concurrence Form for review of IV&V Presentations	PM	Permanent - Retire to FRC when file is closed	Project File